Apply for DAU training

ACQTAS

Getting Started

Click on this URL:
https://www.atrrs.army.mil/channels/acqtas

Process Step One

1. Click on the "Apply for Training" link.

Acquisition Training Application System (ACQTAS) - Internet Explorer provided by ASM Research

https://www.atrrs.army.mil/channels/acqtas/default.asp?page=main.asp

Acquisition Training Application System (ACQTAS)

ACQTAS Student Functions

Update Student Profile
Apply for Training
Search for Continuous Learning Modules
Review/Edit Applications
Create/Edit Travel Worksheets
Request Disability Accommodations
Request Cancellations
Resend Approval Request Email
DAU Schedule Lookup
DAU Course Lookup
Update Regional Organization
Logoff

Process Steps continued ..

After selecting "Apply for Training" from the main ACQTAS menu, you will be guided through a series of application screens to select a class that fits your location and timeframe. Continued steps in this process include:

2. Select the Training Category "DAU Classroom and Web Courses".

3. Select a course using the drop down box provided.

4. Click on the "Select Course" button.

5. Select a class location. A cost effective location has been determined to be the most economical location for you, with current class vacancies, based on the residence zip code in your profile.

6. Select a class offering by clicking on the class number.
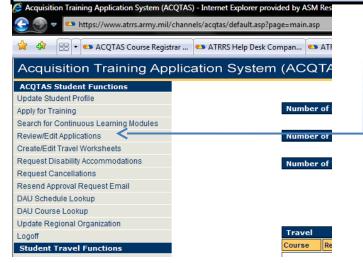
Preparing Travel Worksheet

Getting Started

Logon to ACQTAS:
https://www.atrrs.army.mil/channels/acqtas

Process Step One

Click on the "Create/Edit Travel Worksheet" link.

Process Step Two

Select the hyperlinked course number.

Process Steps continued ..

After selecting the course you will be displayed the travel worksheet. Continued steps in this process include:

1. Verify that all of the information displayed on the Applicant Information is correct.

2. Select the travel requirement from the drop down menu (No travel required, TDY & Return, Local Mileage). The worksheet will refresh and the appropriate fields for your selection will be displayed.

3. Fill out all of the request information. Ensure that the information is as detailed an accurate as possible to prevent delays in receiving your orders and travel reimbursement.

4. Enter either you BOQ confirmation or non-availability number in the Remarks/Comments section. If you are not staying in BOQ enter in your hotel name with the nightly cost.

5. Once you have entered in all of the required information click on the 'Press to Submit Travel Requirements Worksheet' button. You will either receive a "worksheet has been submitted successfully" message or an error message.

6. Your travel worksheet will be submitted to your local agency travel manager for approval. If they have any questions in regards to your requests they will email you for more information.

7. Your travel orders, voucher form, and fax

Continuous Learning Point Tracking

Getting Started

URL:
https://www.atrrs.army.mil/channels/acqtascl

Tutorial is available at: https://www.atrrs.army.mil/channels/acqtascl/help/tutorial.doc

Process Steps

1. Click on the **Request CL Points** link

2. The **Request Continuous Learning Points** window appears. Under the **Event Information** heading, enter the name of the event for which you want to be awarded CL points in the **Name of CL Event** dialog box.

3. In the **Event Description** dialog box, describe the event.

4. From the **Event Type** dropdown list, select one of the appropriate training category.

5. Select the **Start Date** and **End Date** of the event in the dropdown lists.

6. Enter the **Number of Points Requested** in the dialog box.

7. Make any additional comments in the **Comments** dialog box.

8. Update your **Student Contact Information**, or

10. The **Point Request Confirmation** window appears

DAWIA Career Field Certification

Getting Started

URL:
https://www.atrrs.army.mil/channels/acqtas

Process Steps

1. Click the **ACQTAS for Career Field Certification** link

2. The **Registrant Profile** screen appears.; review the information to ensure it is correct – click the **Update Profile** link.

3. The **ACQTAS for Career Field Certification** screen appears; select **Certification Application** from the left side tool bar.

4. The **Career Field Selection** screen appears; select the **Career Field** and **Certification Level Pursued** from the dropdown list. Click Continue.

5. The **Certification Checklist** screen appears; complete the required information. Click Continue.

6. The **Career Field Certification Application** screen appears; review the information to ensure it is correct. Click Submit

ACQ CORPS Membership

Getting Started

URL:
https://www.atrrs.army.mil/channels/acqtas

Process Steps

1. Click the **ACQTAS for Defense Acquisition Corps** link

2. The **Registrant Profile** screen appears.; review the information to ensure it is correct – click the **Update Profile** link.

3. The **ACQTAS for Defense Acquisition Corps** screen appears; select **Membership Application** from the left side tool bar.

4. The **Defense Acquisition Corps Membership Application** screen appears; complete the required information. Click Submit Application.

5. The **Confirmation** screen ...isor.